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24 MAY 1974

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Office of Personnel Report - Week Ending
24 May 1974

1. Summer-Only Employees: As of 17 May the Clerical Staffing Branch had received 325 summer-only applications against 224 requirements; 316 were tested, 45 rejected based on rankings, and 36 cancelled. We have sent out 228 EOD letters and have established 217 EOD dates. Sixty-eight have actually entered on duty.

2. Applicant Processing: For the week ending 17 May, Professional Staffing Branch received 64 new applicant files and 26 resumes and initiated security on 31 cases. Of the new files, seven were minority cases. Also, eight minority cases were put into security processing. A total of 294 files of all stages were reviewed.

3. Recruitment:

a. In response to our Employee Bulletin on Clerical Applicant Referrals, 264 of the more than 300 nominations which were received have been forwarded to our Washington Area Recruitment Office. Chief, WARO reports that to date 37 people have been interviewed and given forms and 55 interviews have been arranged. They are still attempting to reach the remaining 92. Another 40 nominees from out of town are being contacted by mail.

b. The Defense Materiel Command referred 16 resumes to WARO (mostly scientific types). These resumes have been routed around the Agency to determine interest, and to date three have been contacted to arrange interviews with OSI.

c. To date we have received 121 responses to the ad we ran for Chinese Linguists for EA Division in newspapers in San Francisco, Washington, D. C., and New York, all of which have been sent to EA for review.

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4. Summer Interns:

a. Forty-six are in process and 36 are scheduled to enter on duty.

b. Four of our six black Summer Interns have received full clearance. Two of these entered on duty this week--the first blacks ever brought aboard in the Summer Intern Program.

c. The Deputy Director for Operations has agreed to talk with the interns. This is the first time the DD/O has been included in the orientation program. Other firsts include presentations by the Chief, CIA Operations Center and the Director, Office of Economic Research.

5. Co-op Program: Our second black co-op student from Virginia State College has been cleared. Arrangements are underway to bring our second black co-op from Spelman College to Washington for an interview by OCI.

6. Position Management:

a. Eleven clerical interviews for the proposed Clerical Attitude Survey have been conducted and a meeting was held with psychologists of the Psychological Services Staff, OMS, to discuss the preliminary impact of the interview results on the development of a questionnaire for the Clerical Attitude Survey.

b. Work proceeded on the resolutions of the problems involved in putting the Fair Labor Standards Act provisions on overtime into effect. The initial designations of employees as exempt and non-exempt are being reviewed with operating officials to correct misassignments and to assure that supervisory responsibilities are recognized. Included are all staff employees and all contract employees. After completion of this coordination process, changes will be required in the dictionary of occupations as well as Staffing Complement changes to adjust codes. Also, personnel actions will have to be processed to correct occupational designations before a final run of employees is made which will show the proper exempt/non-exempt designations for all employees. We expect this may take two weeks longer. After the completion of this work, the Office of Finance will notify employees of their exempt or non-exempt status on the bi-weekly pay slips.

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c. In ADP conversion activities the testing actions for the STAFFING Project proceeded as well as the writing of procedures. The Coding Assistant is being trained in the operation of the terminal.

d. A meeting was held with representatives of OTR and ISAS concerning the establishment of a word processing unit in OTR. A review is being made of AEC and IBM components to secure information on their word processing facilities for comparison purposes.

e. Discussions have been held with EA officials with regard to the survey of the EA field stations which we expect to begin early in September.

f. A Staffing Complement change has been issued to establish a [REDACTED]

7. Travel: The Central Processing Branch is assisting the Co-op Program by arranging for prepaid airline tickets to be available at the home-town airports of some of the Summer Interns. This avoids the unusual personal outlay of travel money for students who may have very limited budgets. We have also begun to handle travel reimbursement to individuals who are officially invited to return to or visit the Agency for award ceremonies.

8. Savings Bonds Campaign: The second week's activity reflects a total of 94 new bond buyers with a total of \$1,004.50 to be deducted each pay period. Sixty-two employees increased their bond deductions. Last year's figures after the second week's efforts were 128 new bond buyers, payroll deduction per pay period \$1,369.65, and 75 employees increased their bond deduction.

9. Rehired Annuitants: During the week I approved the following retired annuitant case for the Directorate of Management and Services:

[REDACTED] -- Office of Security -- Independent Contractor -- one-year extension.

[REDACTED]
F. W. M. Janney
Director of Personnel

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